

Renewal Application Instructions for Speech Language Pathologist/Audiologist

This application is for educators that are renewing an SLP/Audiologist License through the Agency of Education. Please use the checklist provided to assure you have completed the application properly and have included all required materials. Applications will be screened for completeness. Complete applications will be processed in date order; incomplete applications will be returned to educators. The \$35.00 non-refundable processing fee will be retained by the Agency.

Contacting the Licensing Office:

E-mail: AOE.LicensingInfo@vermont.gov

Write to: Office of Educator Licensing
Vermont Agency of Education
219 North Main St., Suite 402
Barre, Vermont 05641

Web page:
education.vermont.gov/licensing

Call the Licensing Help Line:

Telephone: (802) 479 - 1700

Fax: (802) 479 - 4313

Monday through Friday
7:45 AM – 4:30 PM

Steps for completing this application

- 1) Complete the SLP renewal application form including the employment section
- 2) Download, print and complete three legal forms
- 3) Current ASHA card that verifies the required Professional Learning Activities have been completed **OR**
- 4) Documentation of 30 hours of professional learning. Documentation means a copy of an ASHA or university transcript and/or a certificate of attendance. If you hold an Educational SLP endorsement, at least 15 contact hours should address the knowledge and performance standards (the “competencies”) for the Educational SLP endorsement.
- 4) Submit required fees
 - \$35.00 Processing Fee
 - Balance of required license fee for SLP Renewal (\$70.00)

NOTE: SLP-B licenses cannot be renewed. See Rules Governing Licensing of Educators for information on converting to an SLP-A.

Incomplete applications will be returned to the applicant unprocessed minus the non-refundable \$35.00 processing fee.

To help facilitate the Agency's service to you, it is **your responsibility** to update your personal information in the online system anytime it changes. The preferred email address on record will be used to communicate information about this application as it is processed beginning with an email receipt verifying the Agency has received this application.

SLP Renewal application checklist

- ☐ Required fee-Check #1--\$35.00 non-refundable processing fee – payable to the Vermont Agency of Education
- ☐ Completed application form signed in ink
- ☐ Balance due of required license fee-Check #2—payable to the Vermont Agency of Education
 - ☐ \$70.00 SLP A and/or Educational SLP (15-84) License fee
- ☐ **Legal Forms: You must click the following links to access these forms.** Download, complete and return with your application.
 - ☐ Legal Form- [Disclosure statement](#) and explanation of disclosures as needed
 - ☐ Legal Form- [Mandatory “Good Standing” Declaration](#)
 - ☐ Legal Form- [Consent for Release of Registry Information](#)
- ☐ [Verification of Professional Learning](#)

Application processing:

- Applications will be reviewed in date order once accepted
- Applications will be processed within 30 days of receipt
- If an application remains ‘under review’ for more than 60 days, a ‘30-day’ close letter will be sent.
- Pending applications will be closed after 90 days.

[Exceptions to this policy are at the discretion of the Agency]

All forms must be completed using a pen and mailed with original signatures.



RESOURCES

To access the current publications of the following resources
please visit the web-address listed for each resource.

- 1) [American Speech-Language-Hearing Association](#)
- 2) [Knowledge and Performance Standards of Endorsements for Vermont Educators](#)
- 3) [Rules Governing the Licensing of Educators and the Preparation of Educational Professionals](#)
- 4) [Vermont Approved Educator Endorsement Codes](#)
- 5) [Link to Vermont Agency of Education website – SLP/AUD](#)